

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-060

**Materials Handler Supervisor
40079000
WS-6907-06
\$22.81 - \$26.62 ph**

**ANNOUNCEMENT DATE: 14 February 2005
CLOSING DATE: 15 March 2005**

SELECTING OFFICIAL: Superintendent/Shop Foreman

**APPOINTMENT FEATURES: Excepted Service
Warrant Officer/ Enlisted Grade**

POSITION LOCATION: MATES – Fort Irwin, CA

THIS IS TEMPORARY PROMOTION NTE: 18 Months (545 Days)

SELECTEE MAY BE NON-COMPETITIVELY PROMOTED IF/WHEN POSITION BECOMES UNENCUMBERED.

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated non-supervisory work.

***1. AREA OF CONSIDERATION: Statewide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: WARRANT OFFICER/ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN WARRANT OFFICER/ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, MILITARY GRADE OF SELECTEE MUST BE EQUAL TO A HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

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NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education or training which demonstrates the applicant's ability to plan and organize work, provide technical assistance to subordinates and prepare work records and reports.

b. **Specialized:** Must have 36 months specialized experience which demonstrates the ability to plan and organize work assignments for a warehouse function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the repair function and associated support organizations; experience which demonstrates the ability to deal effectively with other people and gain their cooperation in achieving common goals; experience which demonstrates the ability to supervise through subordinate supervisors, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general supervisory concepts, and a knowledge of warehouse processes; experience in adapting existing equipment and techniques to new situations.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Other Requirements:** Must be able to pass an operators test for forklift equipment up to 10,000 lbs.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to plan and organize the work of the assigned warehouse organization.
- b. Ability to meet deadlines.
- c. Knowledge of warehouse functions.
- d. Ability to work with others.
- e. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
- f. Ability to devise new methods.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: CMF 63, 77, 88, 89, 92/A/Y/Z; WO: Br 92.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN S PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER